

Amendment to 2011 Team SOP as of 5/16/11

LOGISTICS SECTION

The Logistics Section Chief will manage the section to provide consistent, professional, and timely support and services to all incident personnel in support of the established operational objectives in a safe and fiscally responsible manner. If in use, a Deputy Logistics Section Chief is delegated acting authority when the primary Section Chief is away from the ICP.

Unit Leaders are expected to be team leaders and team players, knowing how to do their jobs safely while also bringing forward any issues (or potential issues) that may hamper the team. All Unit Leaders have access to the key decision log, however all entries must be approved by the Logistics Section Chief. Unit Leaders are obligated to exchange appropriate information directly with any team member. However, orders, directives, resource requests, and status changes must follow the chain of command and proper procedures. Section contacts with Agency Administrators, unless delegated, are through the Logistics Section Chief.

The Logistics Section Chief and Communications Unit Leader will participate in operational briefings and the pre-planning and planning meetings. Unit Leaders and certain trainees may attend planning meetings upon the invitation of Section Chief. All Unit Leaders should attend operational briefings and the daily Logistics Section Meeting to share information and strategize the best response to issues as they surface. Unit Leaders will brief their respective Units and ensure tailgate safety briefings are held.

All personnel are responsible for ensuring that facilities are in compliance with all safety regulations. When a safety hazard is recognized it is the responsibility of all personnel to inform the FACL immediately.

Logistics Mobilization Checklist

1. Do not let the team outrun Logistics.
2. Provide road map from airport/hotel to ICP and road map for C&G from airport/hotel to in-briefing and from in-briefing to ICP. (GSUL, FACL, deputy LSC and finance section representative – Mobilization Team)
3. Confirm food and water (caterer) and porta-potties en route on mobilization. (LSC, deputy LSC, SPUL, FACL - follow-up on initial orders)
4. Provide proper signage at ICP so the team knows where to go. (FACL in-camp, GSUL signage to camp)
5. Provide camp map with traffic flow to Plans for the IAP in first 24 hrs. (Input by all log units, especially FACL and GSUL. GSUL is primary input on heavy iron.)
6. Get map that shows ICP in relation to out-lying facilities such as helibase, spike camps, town etc from SITL. (LSC)
7. Provide Logistics page for the IAP (input from all logistics units). Plans or Supply unit usually has laptop available for use.
8. Direct line ordering for DIVS. (SPUL, COML)
9. Medical plan for the line and camp along with the spike camps. (MEDL)
10. Communications plan. (COML)
11. Inventory of crews and location. (FACL)
12. Do we need to address an evacuation plan? (LSC, deputy LSC)
13. Daily phone list in IAP.
14. Vehicle inventory. (GSUL)
15. Enforce the gaggle point in SOPS (after in-brief). Logistics gaggle. (LSC, deputy LSC)

First 12 items should be accomplished in first 24 hours.

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Logistics Demobilization Checklist

1. All team personnel will assist in the break down of base camp and stay on the incident until the FACL has completed a final walk through. (exception may be C&G to attend Close-Out Meeting).
2. All Sections must identify resources staying on the incident after the team completes the assignment a minimum of 72 hours prior to demob of the team. All Section Chiefs are responsible to arrange vehicle transportation with GSUL for their section for demob 72 hours prior to the team's demob.

COMMUNICATIONS

Because the priority of the Unit is to support line operations, the COML routinely works directly with Operations personnel to determine needs, set priorities, obtain feedback, and develop changes to plans. Due to certain inherently technical aspects of communications, it cannot be assumed that the positions above the Unit have such a background. Consequently the Unit must be able to resolve problems and provide service based on personal knowledge or in consultation with the National Incident Radio Supply Cache (NIRSC).

A minimum of four satellite telephones provided and carried by the IC, Communications, Operations, and Logistics will be with the team.

All Operations personnel should carry and initially expect to use their own agency hand held radios, assuming that they meet national standards. Personnel with radios should travel with two battery changes.

The Logistics Communications Black Box containing Conference phone, wireless phone handsets with message capability, long range wireless phone, and related communications support items will travel with the team.

MEDICAL UNIT LEADER - The MEDL is primarily responsible for the development of the Medical Plan (ICS Form 206) and ensuring expedited medical aid and transportation for ill or injured Incident personnel.

Additionally the MEDL will:

- Establish and determine staffing levels to include Medical Aid Stations, Incident Ambulances and line EMT's, commensurate with incident needs.
- Verify EMS personnel and services are properly credentialed and operate within the scope of their assigned duties.
- Provide briefing and updates to Medical Unit personnel.
- Interface with Safety Officer to provide injury and illness trends and concerns.
- Ensure compliance with NWCG established medical response standards and guidelines.
- Establish Responder Rehabilitation.
- Participate in Logistics Section planning activities.

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GROUND SUPPORT UNIT LEADER - The ground support unit leader is primarily responsible for the transportation of personnel, supplies, food and equipment;

fueling service, maintenance and repair of vehicles and other ground support equipment;
and implementing the incident traffic plan

- The GSUL will build a physical inventory of the vehicles / equipment assigned to the incident using the Support Vehicle Inventory Spreadsheet.
- The RESL will provide the GSUL with daily I-Suite reports of all E#'s currently checked-in at the incident. The SPUL will provide the GSUL with daily ROSS reports with all E#'s issued to the incident. The I-Suite report will capture all fields relevant to the GSUL inventory including which contracts/inspections need to be captured for the Finance Section's records. If the GSUL has an EQTR, I-Suite may be used directly by this position.
- The GSUL will reconcile the I-Suite report and ROSS report with the physical inventory and provide the RESL a daily reconciled inventory. The GSUL/EQPM will collect needed contracts/inspection forms and provide them to the Finance Section.
- The RESL will eliminate all reconciled E#'s from the daily I-Suite report that is provided to GSUL. This process will continue as long as the I-Suite/ROSS reports do not match the physical inventory.
- The RESL will be responsible for capturing accurate information as new resources arrive on the incident and provide the GSUL with daily reports of new E#'s on the incident. The GSUL will reconcile these new E#'s through physical inventory and confirm with the RESL that these E#s are correct.

Ordering, Tracking, Demobilizing Heavy Equipment

In order to enhance communication and efficiency in the use of heavy equipment, two positions will be identified at each incident. These include:

Staging Area Manager (STAM) – this position works for the Operations Section. The STAM is responsible for completing a daily Support Inventory Sheet detailing the inventory of equipment including the current status and correct resource number in a Staging Area and on the line. The STAM will provide this information daily to the Line EQPM.

Line Equipment Manager (Line EQPM) – this position works for the Logistics Section. The Line EQPM is responsible for collecting information from the STAMs in all Staging Areas and coordinating with the GSUL, Base Ops, and the RESL. The EQPM may also attend pre-planning meetings and provide Base Ops equipment status reports. The EQPM contacts Base Ops on inventory changes and excess equipment. The Line EQPM will also be responsible for conducting all field inspections.

Heavy Equipment Tracking Protocols

- Prior to ordering heavy equipment, the Section Chief will ensure through the GSUL that excess equipment is not available (i.e. helibase tender).
- The Section Chief will place the order with the ORDM who will provide a copy of the order to the GSUL. This is particularly important if ordering heavy equipment that may need to be inspected outside of base camp.
- All equipment will be inspected either at the ICP or at a Staging Area.
- After the inspection the OSC will assign the heavy equipment to a specific Staging Area or directly to the fire. The EQPM will provide initial paperwork to the Finance Section including copies of the inspection and agreement. The shift ticket book will remain with the contractor. Shift tickets may be signed by the operator's line supervisor or the STAM.

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- The need for equipment hired locally must be identified by the Section Chief and ordered through the standard system (see #2) and the Line EQPM will be notified for field inspection and tracking.
- When equipment is determined to be excess by a Section Chief it will be temporarily assigned to a Staging Area awaiting either reassignment or demobilization. The Line EQPM will coordinate multiple staging areas.
- If a DIVS elect to demo equipment they will contact GSUL so that inspections can be coordinated 24-48 hrs in advance.
- The STAM and Line EQPM will coordinate the tracking of staged resources and status of equipment.
- The EQPM will coordinate daily with Base Ops on the available staged equipment and possible excess equipment.
- All Section Chiefs will identify the last shift needed for all equipment on their daily resource reports. These tentative demob lists will be provided to the GSUL daily.

SUPPLY UNIT

Orders for resources need to be completed on a general message form and submitted to the ordering manager. Overhead and equipment orders are approved at the Command and general staff level. Orders for supply items which require a substantial financial commitment will need ic approval.

All line orders will be placed directly to the Supply Unit via radio, phone or General Message Form. These orders will be filled, tracked, and delivered in coordination with other Sections.

The Supply Unit Leader will meet with Expanded Dispatch and the Buying Team to ensure ordering procedures are working smoothly.

See Attachment II for the Incident Replacement Policy.

FACILITIES UNIT LEADER -The Alaska Team FACL is required to perform all duties as described in the Fireline Handbook. The FACL'S first responsibility is to provide the plan for ICP location and design while considering the needs of all sections. A well organized base camp can add a great deal to the success of incident operations. In addition to setting up and servicing facilities the FACL responsibilities include:

- Confirm land use agreements are in place. Do not assume sites have negotiated and approved land use agreements. Be informed about agreements including use constraints, rehab and fees. Confirm with Finance and or expanded before using any land including, ICP, water dipping sites, staging areas, spike camps, etc.
- Inspections should be done in a timely manner, generally within the first 24 hours especially potable water, caterer and shower units.
- Shift tickets for services and equipment need to be completed and submitted to finance daily
- Maintain record of all land use, service and equipment agreements in place, to include vendor contact information, item, fee, and service agreement. This information will be included in the transition plan.
- Complete performance evaluations for vendors.

The facilities unit may be asked to assist other units, most commonly the food unit and ground support unit. When the food unit is actively involved in the logistics of; preparing meals, serving meals, or picking up and delivering meals, the facilities unit will assist where needed.

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During high activity times such as mobilization and demobilization; the facilities unit will assist the Mobilization coordinator, Ground support, Operations and Food unit to ensure logistics for crew transportation, feeding and showering are being met.

ALASKA SPECIFIC: Alaska Fires require a more hands on approach as large camp crews are not normally used or available.

Camp/ ICP support is achieved by the FACL with the support of Base Camp Managers rather than large camp crews. Local hire personnel are often used to assist. (Trash collecting, cooler stocking, tent set up, signage etc.)

Spike camp support: Preferred support for larger spike camps is to have a Base Camp Manager assigned to assist with; fresh food box ordering, sanitation, supplies orders for line crews and mentor lower 48 crews on Alaska fresh food boxes and other Alaska specific camp procedures.

FOOD UNIT LEADER - On a Type 1 incident, the FDUL is responsible for the administration of the National Mobile Food Service Contract. The desired result of proper administration should be appetizing, nutritional, well balanced hot and special meals, sack lunches, hot and cold can meals and supplemental items.

The method of feeding personnel on Alaska Type 2 fires often times is a combination of MRE'S, fresh food boxes, local restaurants, school kitchens and local caterers. In collaboration with the LSC, FSC, FACL and at times the Agency Administrator; the determination for the best method(s) to use for a particular fire are often decided. The FDUL is ultimately responsible for ensuring that the food needs of incident personnel are being met.

When a FDUL is assigned they are responsible for ordering, tracking and coordinating the delivery of fresh food boxes. This effort requires coordinating with operations, supply and facilities. In the event no FDUL is assigned the above duties will be absorbed by the Supply Unit Leader or as designated by the LSC.